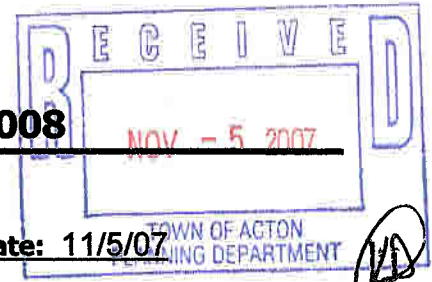


PROJECT APPLICATION FORM – 2008



Applicant: Acton Community Housing Corporation **Submission Date:** 11/5/07

Applicant's Address, Phone Number and Email

ACHC, Acton Town Hall
Nancy Tavernier, Chair
472 Main St.
Acton, MA 01720
978-263-9611

achc@acton-ma.gov

Purpose: (Please select all that apply)

- ☐ Open Space
☒ Community Housing
☐ Historic Preservation
☐ Recreation

Town Committee (if applicable): Acton Community Housing Corporation

Project Name: ACHC Administrative Fund

Project Location/Address: ACHC, Acton Town Hall

Amount Requested: \$ 15,000

Project Summary: In the space below, provide a brief summary of the project.

In July 2005, ACHC lost the administrative support that had been provided since 1987 by the Acton Housing Authority. This was due to the retirement of Betty McManus, Executive Director of AHA and long time Clerk of the ACHC. ACHC's 2005 CPA request for a Community Housing Program Fund included \$10,000 for administrative funds to cover the normal costs of operations for ACHC. ACHC does not have staff nor an office at Town Hall, the business of the committee is done by members from their homes with the use of Town Hall resources such as copy machines. \$10,000 was anticipated to cover 2 years of administrative expenses. The CHP Fund was approved at the April 2005 Town Meeting.

Since July 2005, the ACHC has used the administrative fund for supplies, postage, bond insurance, miscellaneous expenses, and legal expenses incurred by the committee. The current fund balance (9/30/07) is \$700. All expenses are documented by ACHC's Treasurer and submitted annually to the Town for review. ACHC anticipates the \$15,000 will cover administrative expenses for up to three years.

Under the CPA Statute and as defined in the 2008 Acton Community Preservation Plan, expenditures for operating funds are allowed under the term "support" as this excerpt details:

- The acquisition, creation, preservation, and support of community housing. The CPA defines community housing as, "low-and moderate- income housing for individuals and families, including low-or moderate- income senior housing." The term "support" includes expenditures such as annual payments

to the Acton Housing Authority and the Acton Community Housing Corporation to preserve or expand the affordable housing supply and to augment their operating expenses.

This administrative fund would be retained by the ACHC. Expenditures from this Fund must be approved by the Board of Selectmen under the ACHC powers established through Home Rule petition (Chapter 143 of the Acts of 1996, § 1)

Estimated Date for Commencement of Project: May 1. 2007

Estimated Date for Completion of Project: ongoing